



Thank you for your interest in becoming a certified Instructor of Carter Kits curriculum. The steps are outlined below. Please email training@carterkits.org if you have any questions or need assistance along the way.

STEP 1 - Complete the nuance of ASD and introduction to Carter Kits training online

<https://www.train.org/mi-train/course/1093699/>

- a. Create a free MI-TRAIN account to access the training - **Course 1093699**
- b. For Michigan residents, create an account and access the course online immediately.
- c. For those residing outside the State of Michigan, please create an account, then open your profile (click on the face icon in the top right of the screen)
 - i. Locate the “Join By Group Code” field and type in “Michigan.” This will add Michigan based courses to your profile. You can now search for the course.
- d. Search for course “**1093699**” or “**Special Considerations: Pediatric Medical: Autism**”

This is what the course page looks like:

A screenshot of a web browser showing the MI-TRAIN course page. The browser address bar shows 'train.org/mi-train/course/1093699/'. The page header includes the MI-TRAIN logo, navigation links (HOME, COURSE CATALOG, CALENDAR, RESOURCES, HELP), and logos for MDHHS (Michigan Department of Health & Human Services) and the Michigan State Police. The main title of the course is 'Special Considerations: Pediatric Medical: Autism - Archived Webinar'. Below the title is a 'Back' button. A red banner states: 'To access this content, you first need to [create an account](#). If you already have an account, [please login](#).' Below this is a course card for 'Web-Based Training - Self-Study' with ID 1093699, Skill Level: Introductory, and a duration of 1h. It has a 5-star rating from 1590 reviews. The description reads: 'This archived webinar introduces Autism Spectrum Disorder, provides considerations for improved communication between first responders and children with ASD and introduces Carter Kits. These kits are designed to help first responders build rapport with ASD children during calls.' It also mentions '1 CEU in Special Considerations: Pediatric Medical. In order to receive credit the learner must view the webinar in its entirety and pass 90% or better on the final.' There is a 'Show More' link. At the bottom of the card are tabs for 'About', 'Contents', 'Reviews', and 'Certificates'.

- e. When prompted for credit type, select “EMS” **Be sure to select EMS, even if you are not an EMS provider. This ensures you are offered a post-quiz to earn the certificate of completion.*
 - i. Please save your certificate and send to: training@carterkits.org
 - ii. Need help with the MITRAIN course? Please email MI-TRAIN@michigan.gov

STEP 2 - Gain access to instructor materials

- a. All instructor materials are located on Google Drive. This enables materials to be updated immediately, and new versions to be shared with all instructors easily.
- b. Please provide your preferred email address along with your certificate of completion (mentioned above) to training@carterkits.org
 - i. Keep in mind some institutions do not allow use of Google drive. You may want to use a personal gmail address or other email if this is the case.
- c. Take time to review the instructor materials (before you attend an onboarding).

STEP 3 - Attend a virtual instructor onboarding session

- a. Virtual instructor onboarding sessions are available for those who have completed the MITRAIN course, provided a certificate, and have accessed the instructor Google Drive.
- b. A Carter Kits team member will be in touch with you to offer dates and times for the virtual onboarding.
- c. Come with questions. This is your time to meet the Carter Kits team, ask questions, gain clarity about any resource in the drive, and prepare for being an instructor using the Carter Kits curriculum.
- d. Review and sign the Carter Kits Instructor Agreement, send to: training@carterkits.org in order to receive your Instructor Certificate and begin teaching!

STEP 4 - Teach! When holding a Carter Kits ASD course:

- e. Complete the [*Carter Kits Training Documentation Form*](#) for each training held, in order to keep record of training to ensure assets are coupled with education and vice versa.
 - i. <https://forms.gle/yZAd7LwyMhP7phQB8>
- f. Maintain a roster of attendees to be able to provide a digital copy upon request.
- g. Offer students the QR code for the post-training survey at the end of the course.
- a. Issue participants certificates of attendance (certificate on the Instructor Drive)
 - i. Note: Be sure to include length of course and your own signature

Note *Michigan EMS ICs* - The sample lesson plan included in the Instructor Drive has been approved by the MI EMS office for CEs. You still need to apply for CEs according to usual timelines/expectations.